

# ITEMS REQUIRED FOR SUBMITTAL FINAL PLAT AND PROCEDURES

## **REQUIRED ITEMS TO PROCESS**

**(unable to accept or input into computer without all the items listed within this section)**

1. Original Mylar Plat
  - a. Verify that the plat measures 36 inches width by 30 inches height and that the margins are a minimum of ½ inch margins on the top, bottom and right side, with a three inch binding margin on the left side
  - b. Make sure that the contents shown on the Original Mylar is drawn in permanent black ink on a stable media with a minimum of three mils thickness
  - c. Make certain that all lettering on the plat is no less than 1/8 inch in size
  - d. Verify that all mortgages, corporate, acknowledgements, and certifications are executed in **black** ink
  - e. Check that all appropriate County and Municipal approval statement have been incorporated and that a signature line has been provided with correct wording
  - f. Check that all required seals have been embossed on the Original Mylar and are legible (these are but not limited to Surveyor's, Notary, Corporate, and Municipality)
  - g. On plats which are within municipalities, confirm that a statement has been provided concerning F.S. 177.081 (1)
2. Five copies of the original Mylar plat (folded)
  - a. Confirm that all the sheets have been included
  - b. Check that the copies match the Original Mylar
3. Processing fees for Final Plat
  - a. Verify check made to the order of "BOARD OF COUNTY COMMISSIONERS"
  - b. Count the number of lots and tracts and calculate the check amount based on current FINAL PLAT FEE schedule for that number of sites
  - c. The amount must be exact and fees can be in multiple checks
4. Recording check made to the order of "Clerk of the Court"
  - a. Amount based on \$30.00 for the first sheet and \$15.00 for each sheet thereafter of the original Mylar
5. Monument verification fee (for Unincorporated Miami-Dade only)
  - a. Verify check made to the order of "BOARD OF COUNTY COMMISSIONERS"
  - b. The Check must be in the amount of \$230.00
6. Opinion of Title
  - a. Verify signature of attorney is original
  - b. Make sure legal description is included along with all exhibits
  - c. Opinion of Title for Plats which are within the unincorporated areas of the county are valid for thirty day
  - d. Opinion of Title for Plats which are within municipalities are valid for forty-five days
  - e. If owner is an LLC or LLLP Opinion of Title should state who can sign on its behalf
7. Plats that are within municipalities required copies of approved resolution executed by the municipality
8. Copies of paid tax receipts for the current year